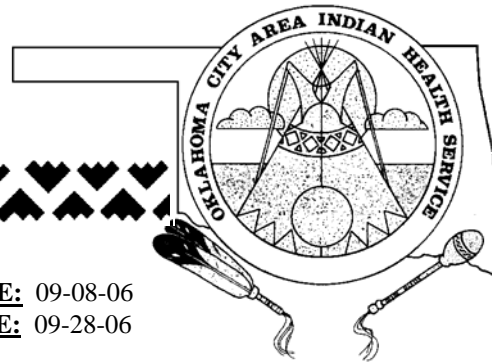


U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OKLAHOMA CITY AREA INDIAN HEALTH SERVICE  
DIVISION OF HUMAN RESOURCES



**VACANCY ANNOUNCEMENT #:** SER-06-0135-CM

**POSITION:** Diagnostic Radiologic Technologist,  
GS-647-5/6/7/8 (One position)

**OPENING DATE:** 09-08-06

**CLOSING DATE:** 09-28-06

**DUTY LOCATION:** PHS Indian Hospital, Claremore, Oklahoma

**STARTING SALARY:** May be adjusted on Present/Former Federal Employees

GS-5: \$31,915 per annum, GS-6: \$34,637 per annum, GS-7: \$37,449 per annum, GS-8: \$41,475 per annum

**PROMOTION POTENTIAL:** None Beyond GS-8

**RELOCATION EXPENSES:** Not Authorized

**SUPERVISORY/MANAGERIAL:** No

**AREA OF CONSIDERATION:** OPEN TO ALL U.S. CITIZENS

**DESCRIPTION OF ASSIGNMENT:** Performs as a registered Diagnostic Radiologic Technologist in the medical radiology department. Responsible for the accuracy, precision and quality of all procedures and operations performed in the Radiology Department. Responsible for the proper identification of all patients, correct hospital number, and radiographs. Reviews each x-ray request to determine necessary films needed for the completion of the exam. Responsible for cleanliness of work area and equipment. Performs required duties in the darkroom, file room and office. Highly skilled in the administration of the contrast media and in the recognition of allergic reactions to the contrast media, trained in CPR and to recognize a cardiac or respiratory arrest. Reviews the radiographs for high technical quality, position and all factors that are required to provide a high quality radiograph for routine radiologic examinations, i.e., chest, sternum, lungs, clavicles, ribs, joints-shoulder, elbows, wrists, hips, ankles, knees, SI joints, etc.; advanced and complex examinations, i.e., spine exams, trauma cases, surgical procedures; and complicated special procedures, i.e., myelograms, sinograms, hysterosalpingiograms, intravenous pyelograms, intravenous infusion cholangiograms, upper gastrointestinal tract, double contrast UGI, barium enemas, air contrast barium enemas, tomograms, needle biopsies, percutaneous transhepa cholangiograms, venograms.

**INDIAN PREFERENCE:** In the filling of this position by appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law to give absolute preference in selection to qualified Indian preference candidates. Eligibility will be determined from current Indian Health Service Policy.

**EQUAL EMPLOYMENT:** Except for Indian Preference, consideration will be made without regard to any non-merit factor such as race, color, religion, sex, sexual orientation, national origin, politics, disabilities, marital status, age, or membership or non-membership in any employee organization.

**REASONABLE ACCOMODATIONS:** Reasonable accommodation is provided to applicants with disabilities, except when so doing would impose an undue hardship on the Indian Health Service. If you need a reasonable accommodation for any part of the application and hiring process please Notify the agency. The decision on granting reasonable accommodation will be made on a case-by-case basis.

**SELECTIVE SERVICE CERTIFICATION:** If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

**WHO MAY APPLY:**

**OPEN TO ALL U.S. CITIZENS:** Applications will be accepted from all U.S. citizens and will be evaluated under competitive OPM Delegated Examining Authority. **To Claim Veterans' Preference** – applicants must submit a copy of their DD-214 or other proof of eligibility. Veterans with service connected disability and others claiming 10 point preference, must submit a completed SF-15, "Application for 10-Point Veterans' Preference", with all supporting documents. For more specifics on all Veterans employment issues such as Veterans preference or special appointing authorities, please refer to this hyperlink: VetsInfoGuide at: <http://www.opm.gov/veterans/html/vetguide.asp>

**MERIT PROMOTION PLAN (MPP) CANDIDATES** - Applications will be accepted from status eligibles (e.g. reinstatement eligibles and current permanent employees in the competitive Federal service), from current IHS employees who are eligible for Indian Preference, and from individuals who are eligible for excepted appointment in IHS under some other authority (e.g. handicapped authority, etc.). Those MPP candidates eligible for Indian Preference, who so desire, may also apply under ESEP provisions by indicating on their application, "Consideration under both MPP and ESEP".

Under the **Veterans Employment Opportunities Act (VEOA)**, veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply for permanent positions as an MPP candidate, however veterans' preference is not a factor in these appointments. Candidates must submit a copy of their DD-214 or other proof of eligibility.

**ADDITIONAL SELECTIONS OF CANDIDATES MAY BE POSSIBLE WITHIN 90 DAYS FROM DATE THE CERTIFICATE OF ELIGIBLES IS ISSUED FROM THE VACANCY ANNOUNCEMENT, FOR FILLING ADDITIONAL SIMILAR VACANCIES.**

**EXCEPTED SERVICE EXAMINING PLAN (ESEP) CANDIDATES** - Applications will be accepted from individuals entitled to Indian Preference who wish consideration for excepted appointment in IHS, under the authority of 5 C.F.R., Part 213, Schedule A 213.3116(B)(8). (See APPLICATION FORMS for information on how to claim Indian Preference). (See above OPEN TO ALL U.S. CITIZENS for information on how to claim Veterans' Preference).

**CAREER TRANSITION ASSISTANCE PLAN (CTAP) /INTERAGENCY CAREER TRANSITION PLAN (ICTAP):**

Surplus or displaced employees covered by the U.S. Department of Health & Human Services CTAP program or the ICTAP program for all agencies, may apply and will be given special selection priority if determined to be eligible and well qualified. Well qualified is defined as meeting all education, experience, knowledge's, skills & abilities (KSA's) with a score in the above average range of a four-level crediting plan for all KSA's. For information on how to apply and required proof of eligibility, please refer to these hyperlinks: for **CTAP** at <http://www.ihs.gov/JobCareerDevelop/JobAtIHS/doc/ctap.doc>, and for **ICTAP** at <http://career.psc.gov/chpublic/ictap.html>.

**CONDITIONS OF EMPLOYMENT:**

1. One position - Full-Time Permanent Appointment.
2. **IMMUNIZATION REQUIREMENT-** In accordance with the IHS Employee Immunization policy, selectee will be required to be immunized against measles and rubella by providing documentation/proof of immunity to measles and rubella prior to entrance on duty. Exceptions are persons born before 1957 who are not required to take the measles vaccine or provide proof of immunity. Special consideration may be allowed to individuals who are allergic to a component of vaccine or have a history of severe reaction to a vaccine or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position which requires regular work at a Service Unit.
3. Subject to rotating shifts, call-back, holiday and weekend work.

**LEGAL AND REGULATORY REQUIREMENTS:** Candidates must meet all requirements cited in the following "QUALIFICATIONS REQUIRED" and "TIME-IN-GRADE REQUIREMENTS" sections within 30 days after the closing date of this announcement.

**QUALIFICATIONS REQUIRED:**

**Note:** **Public Law 97-35 requires that persons who administer radiologic procedures meet the credentialing standards in 42 CFR Part 75. Essentially, they must (1) have successfully completed an educational program that meets or exceeds the standards described in that regulation, and is accredited by an organization recognized by the Department of Education and (2) be certified as radiographer in their field. The following meet P.L. 97-35 requirements:**

- (1) Persons employed by the Federal Government as radiologic personnel prior to the effective date of the regulation (January 13, 1986) who show evidence of current or fully satisfactory performance or certification of such from a licensed practitioner such as a doctor of medicine, osteopathy, dentistry, podiatry, or chiropractic who prescribes radiologic procedures to others.
- (2) Persons first employed by the Federal Government as radiologic personnel after the effective date of the regulation who (a) received training from institutions in a State or foreign jurisdiction that did not accredit training in that particular field at the time of graduation or (b) practiced in a State or foreign jurisdiction that did not license that particular field or did not allow special eligibility to take a licensure examination for those who did not graduate from an accredited educational program, provided that such persons show evidence of training, experience, and competence as determined by OPM or the employing agency.

**Basic Requirements:**

**NOTE:** Graduate education or an internship meets the specialized experience required above GS-5 *only* in those instances where it is directly related to the work of the position. One full year of graduate education meets the requirements of GS-7.

**GS-5:** One (1) year Specialized Experience equivalent to at least GS-4; **OR** Successful Completion of a full-time training course of at least 24 months' duration in a post-high school radiography program **OR** 4 year course of study above high school leading to a bachelor's degree with courses related to the occupation.

**GS-6:** One (1) year Specialized Experience equivalent to at least GS-5.

**GS-7:** One (1) year of Specialized Experience equivalent to GS-6.

**GS-8:** One (1) year of Specialized Experience equivalent to GS-7.

**Specialized Experience:** Is experience in the operation of diagnostic radiology equipment under the direction of radiologists or other medical officers to produce radiographic studies used in medical diagnosis and treatment.

**Education and Training:** Qualifying educational programs for radiography and radiation therapy technology are available in accredited colleges,

universities, hospitals, medical schools, or post-secondary technical or vocational schools. Education or training from programs based in hospitals must have been from those hospitals that were accredited at the time of the education or training by the Joint Commission on Accreditation of Hospitals or by the American Osteopathic Association.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** May be allowed in accordance with the Office of Personnel Management Qualification Standards Handbook or IHS Excepted Service Qualification Standards, whichever is applicable.

**TIME-IN-GRADE REQUIREMENTS:** MPP candidates must have completed at least one year of service at the GS-4 for GS-5; at least one year of service at the GS-5 for the GS-6; at least one year of service at the GS-6 for the GS-7; and at least one year of service at the GS-7 for the GS-8 level. Time-in-grade provisions do not apply under ESEP.

**CERTIFICATION REQUIREMENTS:** Certification as a Diagnostic Radiologic Technologist by American Registry of Radiologic Technologists (ARRT). Submit copy of certification.

**EVALUATION METHODS:** When required by Personnel Regulations, an evaluation will also be made to the extent to which experience, education, training, self-development, outside activities, and/or awards demonstrate that basically qualified applicants possess the Ranking KSA's described below. This will determine the Highly qualified applicants among the Basically qualified eligibles. Measurement of possession of the KSA's will be accomplished through review of the Application forms, performance appraisals (MPP candidates only), the Narrative Statement related to the KSA's, employment interviews and reference check results.

Ranking KSA's:

1. Knowledge of anatomy and physiology including location and function of various major organs and skeletal systems.
2. Knowledge of methods, techniques and quality control required for processing radiographic film with optimum results.
3. Knowledge of safety procedures in an x-ray department including radiation exposure, optimum technique for setting exposure and protective devices for the patient, technologist and others in the area.
4. Knowledge of the process and reporting methods for quality assurance in radiology.
5. Knowledge of x-ray machines and accessory equipment.

**APPLICATION PROCEDURES**

**SUBMIT APPLICATION TO THE FOLLOWING ADDRESS:** Southeast Region Division of Human Resources, Claremore Indian Hospital, 101 S. Moore, Claremore, OK 74017. All applications become property of the Division of Human Resources and will not be returned. Therefore, all original documents and the completed application forms should be duplicated before being submitted. **ALL APPLICATIONS AND FORMS MUST ACTUALLY BE RECEIVED IN HUMAN RESOURCES BY 4:30 P.M. ON THE CLOSING DATE. ELECTRONICALLY FILED APPLICATIONS (e-mail attachments) WILL BE ACCEPTED. FAXED APPLICATIONS WILL NOT BE ACCEPTED.** We do not fax vacancy announcements. For further information or application forms contact the duty location Human Resources Office, 918-342-6425 or the Oklahoma City Area, Human Resources Office at 405-951-3718 or 951-3750. Forms may also be available at nearest IHS facility. Vacancy announcements may also be downloaded from the OPM Website - USAJOBS at <http://www.usajobs.opm.gov> or IHS Website at <http://www.ihs.gov>. The IHS Website has current vacancy locations listed.

**EMAIL APPLICATIONS:** These applications must be sent as an email attachment to: [claremore.vacancy@ihs.gov](mailto:claremore.vacancy@ihs.gov). The Vacancy Announcement Number must be included in the subject line of the e-mail. Additional required forms may be sent as e-mail attachments or mailed as hard copies. Application materials provided by different means must be cross-referenced so they may be combined at the Human Resources office. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully.

**APPLICATION FORMS LISTED BELOW MUST BE SUBMITTED AND INDIVIDUALLY IDENTIFIED**  
**BY ANNOUNCEMENT # SER-06-0135-CM**

1. **The Federal Government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment.**  
Applicants must submit one of the following: (1) OF-612 (Optional Application for Federal Employment), (2) SF-171 (Application for Federal Employment), (3) Resume, or (4) any other written application format. **For (3) and (4) see "ADDITIONAL INFORMATION REQUIRED FOR RESUMES AND ...." section below.** On the SF-171, items 37-47 should not be completed. Position Descriptions will not be accepted.
2. **"Declaration for Federal Employment"** - OF-306 (revised January 2001), must be fully completed and submitted with current dated signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. **If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.** Form may be downloaded from: the IHS Human Resources Website at <http://www.ihs.gov/NonMedicalPrograms/DHR/index.cfm?module=applicants>.
3. **Verification of Indian Preference:** If claiming Indian Preference, applicants must submit a copy of a properly completed and signed Bureau of Indian Affairs (BIA) certification form, 4432, "Verification of Indian Preference for Employment in BIA and IHS". Current employees with acceptable proof (as identified above) on file in their Official Personnel Folder are still required to submit a copy of the required BIA form 4432 with their applications. **Indian Preference will not be given unless the BIA form 4432, as previously explained, is attached to the**

**application/resume.**

4. Copy of latest Personnel Action (SF-50), if a current or former Federal Employee, or if requesting Reinstatement Eligibility, the SF-50 proof of Career or Career-Conditional Status must be submitted.
5. If claiming Veterans' Preference or eligibility for VEOA or other special appointing authority for Veterans, a copy of all DD-214 forms, one for each period of service, and if claiming 10-point Veterans' preference, a completed SF-15 with all supporting documents.
6. A copy of your most recent performance appraisal (required for current Federal employees).
7. Narrative Statement, related to the Quality Ranking Knowledge's, Skills, and Abilities (KSA's) as outlined in Evaluation Methods.
8. A copy of college transcript(s), listing the college courses and credits earned is required in order to receive appropriate credit for education. When allowed by Qualification Standards, copies of training certificates (non-college) must be submitted for appropriate credit. Although a transcript is always preferred, a list of courses and credit hours earned is sufficient at the time of appointment an appointee must provide on official college transcript (not a copy).
9. To request CTAP/ICTAP special selection priority, you must submit a copy of the RIF separation notice, Certification of Expected Separation (CES) or Notice of Proposed Separation for declining a Directed Reassignment or Transfer of Function outside the local commuting area.
10. Certification – Copy of certification from American Registry of Radiologic Technologist required.

**ADDITIONAL INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:**

Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the Division of Human Resources to make a determination that you have the required qualifications for the position. Applicants for positions in some occupational series must meet certification, licensure, or registration requirements, if required by law, in addition to meeting experience and/or educational requirements. SPECIFICALLY, THE INFORMATION PROVIDED UNDER #6 (HIGH SCHOOL), #7 (COLLEGES AND UNIVERSITIES), #8 (WORK EXPERIENCE), AND #10 (JOB-RELATED TRAINING) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION. **ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.**

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with Zip Code) and Day and Evening Phone Numbers (with Area Codes).
3. Social Security Number.
4. Country of Citizenship.
5. Highest Federal civilian grade held (give Job Series and Dates held).
6. High School - Name, City, State (Zip Code if known), and date of Diploma or GED.
7. College and University Credit/Degrees - Name, City, State (Zip Code if known), Majors, Type and Year of any Degrees received (if no Degree show Total Semester or Quarter Hours earned).
8. Work Experience (paid and nonpaid) - Job Title (include series and grade if Federal job), Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Phone Number, Starting and Ending Dates (month, day and year), Hours Per Week, and Salary.
9. Indicate if we may contact your current Supervisor.
10. Job-related Training Courses, Skills, Honors, Awards, Special Accomplishments.

**NOTE: PERSONS WHO SUBMIT INCOMPLETE APPLICATIONS WILL BE GIVEN CREDIT ONLY FOR THE INFORMATION THEY PROVIDE AND MAY NOT, THEREFORE, RECEIVE FULL CREDIT FOR THEIR VETERANS' PREFERENCE, INDIAN PREFERENCE, EDUCATION, TRAINING AND/OR EXPERIENCE.** All application forms are subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for Federal employment.

**SELECTION FOR THIS POSITION WILL BE IN ACCORDANCE WITH THE INDIAN PREFERENCE POLICIES OF THE INDIAN HEALTH SERVICE AND THE OKLAHOMA CITY AREA. CANDIDATES, IF CLAIMING INDIAN PREFERENCE, MUST FURNISH THE APPROPRIATE DOCUMENTATION AS EXPLAINED UNDER "APPLICATION PROCEDURES" OR WILL BE CONSIDERED AS A NON-INDIAN CANDIDATE.**

**RECRUITMENT CASE FILE CONTACT:**

Brenda Coachman  
Human Resources Specialist  
(SF-52# 06-2179, Job Req. # 040064)

BCoachman/mb/09-06-06/647-5-6-7-8/SER-06-0135-CM

**Addendum to Declaration for Federal Employment (OF 306)**  
**Indian Health Service**  
**Child Care & Indian Child Care Worker Positions**

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**Item 15a. Agency Specific Questions**

**Name:** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_  
(Please print)

**Job Title in Announcement:** Diag. Rad. Tech., GS-647-5/6/7/8 **Announcement Number:** SER-06-0135-CM

Section 231 of the Crime Control Act 1990, Public Law 101-647, requires that employment applications for Federal child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment:

1) Have you ever been arrested for or charged with a crime involving a child? YES\_\_\_\_\_ NO\_\_\_\_\_

*[If AYES@, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]*

2) Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children? YES\_\_\_\_\_ NO\_\_\_\_\_

*[If AYES@, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name address of the police department or court involved.]*

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to \$2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

\_\_\_\_\_  
**Applicant=s Signature (sign in ink)**

\_\_\_\_\_  
**Date**

Public Burden Statement: In accordance with Paperwork Reduction Act (5 CFR 1320.8 (b)(3), a Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Respondents must be informed (on the reporting instrument, in instructions, or in a cover letter) the reasons for which the information will be collected; the way the information will be used to further the proper performance of the functions of the agency; whether responses to the collection of the information are voluntary, required to obtain a benefit (citing authority), or mandatory (citing authority); and the nature and extent of confidentiality to be provided, if any (citing authority). Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data, and completing and reviewing the collection information. Send comments regarding the burden estimate or any other aspect of this collection of information to the IHS PRA Information Collection Clearance Staff, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852. ***Please do not send completed data collection instruments to this address.***